

] ADVISORY: 3063]  
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Data Operations  
DATA OPERATIONS TEAM

] DATE: 02/26/98  
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] TITLE: Notification of Large Facility Available for Offsite Vault  
] Storage  
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] Purpose ]  
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To notify the - Data Operations users that we have a large facility available for offsite vault storage of magnetic media.

] Definitions ]  
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Magnetic Media - This includes magnetic tape, disk packs, and diskettes

] Procedures ]  
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To request vault storage for magnetic tape, please see PSA 3085 "Vault Management System" for the correct procedure. The current procedure for magnetic tape rotation will not change.

All other magnetic media - A letter must be prepared and sent to the Control Supervisor identifying the material you want stored in the vault and the frequency of access needed for your material. The rotation schedule will be the same as it is for magnetic tape, once a week on Thursday morning. Each time you want to rotate media stored in the vault, you will need to submit a written request to the Tape Library. The request must be received no later than 4:00 p.m. on Wednesday afternoon for storage the following day.

This is the current version of a procedure previously issued 11/12/86.